



JIM JONES  
Director

## County of Los Angeles INTERNAL SERVICES DEPARTMENT

1100 North Eastern Avenue  
Los Angeles, California 90063

Telephone: (323) 267-2103  
FAX: (323) 264-7135

*"To enrich lives through effective and caring service"*

September 1, 2015

To: Audit Committee

From: Dave Chittenden  
Chief Deputy Director

Subject: **REVIEW OF BOARD POLICY NO. 5.090 – CONSULTANT INDEPENDENCE**

In conjunction with County Counsel, ISD has reviewed Board Policy 5.090, Consultant Independence, and is recommending the following changes, which are included in the attached red-line version of the policy:

- Policy Section:
  - Minor revisions to clarify individuals who are precluded from participating in the development or preparation of the solicitation document(s).
  - Remove exception related to financial consultants.
- Date Issued/Sunset Date Section – Extend the sunset review date to November 17, 2019.

If you have any questions regarding this policy review or recommendations, please contact Joe Sandoval at (323) 267-2109, or via email at: [jsandoval@isd.lacounty.gov](mailto:jsandoval@isd.lacounty.gov).

DC:JS:YY

Attachment

c: Acting Executive Officer, Board of Supervisors  
Interim County Counsel



# Los Angeles County BOARD OF SUPERVISORS POLICY MANUAL

Policy #:	Title:	Effective Date:
5.090	Consultant Independence	11/17/81

## PURPOSE

Establishes procedures precluding firms or persons that assisted the County in developing or preparing a solicitation document, ~~pursuant to a consultant contract~~, from subsequently being involved in the bidding process on that solicitation document.

## REFERENCE

November 17, 1981 Board Order, [Synopsis 107](#).

## POLICY

The County Board of Supervisors has adopted a countywide policy that prohibits any person, or any firm or any subsidiary of a firm [collectively "firm"] from submitting a bid or proposal in any County solicitation process where the person or firm, ~~under contract~~, assisted in the development or preparation of the solicitation document(s). ~~This policy does not apply to financial consultants hired in conjunction with the issuance of bonds and/or short term notes.~~

The following language shall be included in contracts with consultants who provide assistance in the development or preparation of solicitation materials, ~~except for financial consultants on issuance of bonds or short term notes.~~

### Prohibition from Participation in Future Solicitation(s)

Neither Consultant nor any subsidiary of or subcontractor to Consultant shall participate in any way in any future solicitation conducted by County that includes or is based upon any solicitation document that is developed as a result of the services rendered by Consultant under this Agreement. As this prohibition applies to subcontractors of the Consultant, Consultant shall notify any subcontractors providing services under this Agreement of this prohibition before they commence work under this Agreement. Any response to a solicitation submitted by Consultant or by any subsidiary of or subcontractor to Consultant in violation of this provision shall be rejected by County. This provision shall survive the expiration or other termination of this Agreement.

## RESPONSIBLE DEPARTMENT

Internal Services Department

County Counsel

**DATE ISSUED/SUNSET DATE**

---

**Issue Date: November 17, 1981**  
**Review Date: November 20, 2003**  
**Review Date: April 16, 2009**  
**Review Date: September 15, 2011**  
**Review Date: September 1, 2015**

**Sunset Review Date: November 17, 2003**  
**Sunset Review Date: November 17, 2007**  
**Sunset Review Date: November 17, 2011**  
**Sunset Review Date: November 17, 2015**  
**Sunset Review Date: November 17, 2019**